



FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT

Old Federal Government Secretariat,
Area 1, Garki – Abuja

OIL AND GAS FREE ZONE AUTHORITY - OGFZA SERVICE CHARTER

S/NO	PRODUCTS/SERVICES	REQUIREMENTS/CONDITIONS	PROCESSES/PROCEDURE	TIMELINES	FEES
1	Requirements for establishing a Free Zone	<p>Step I Registration of the Promoter with the Free Zone Authority as an entity, viz:</p> <ul style="list-style-type: none">▪ Letter of application by developer/promoter accompanied by▪ Company profile▪ Memorandum and Articles of Association▪ Board Resolution authorizing the investment▪ Organogram of the company▪ Nature of business▪ Passport photographs of the directors of the company	<p>SUBMIT FILLED OUT COPY OF APPLICATION TO THE MANAGING DIRECTOR/CEO</p>		

		<ul style="list-style-type: none">▪ Five-year development plan of the company▪ Copy of DPR Certificate▪ Evidence of sources of funding <p>STEP 2 Registration of the free zone management company with the Free Zone, as a Free Zone entity to enable it commence business within the zone.</p> <p>STEP 3 Registration of the zone area to be accompanied by the submission of the following documents namely:</p> <ul style="list-style-type: none">▪ Submission of the CofOor title deeds of the land acquired for the intended zone.▪ Submission of detailed site plan showing the proposed layout of the activities clusters.▪ Environmental Impact Assessment to be conducted in consultation with the FZA.▪ Infrastructural development plan.▪ Five-year development plan of the zone with emphasis on local content development.			
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		<ul style="list-style-type: none"> ▪ Statement of disclosure of sources of funding of the promoter/developer <p>STEP 4 Project impact analysis - Background integration content of the zone to the immediate host community and the country in general.</p> <p>STEP 5 Recommendation</p>			
2	Oil and Gas Free Zone license requirements	<p>1. <u>NIGERIAN REGISTERED COMPANIES /OFFSHORE:</u></p> <ul style="list-style-type: none"> ▪ CERTIFICATE OF INCORPORATION / NOTARIZED CERTIFICATE OF INCORPORATION ▪ MEMORANDUM AND ARTICLES OF ASSOCIATION ▪ COMPANY BROCHURE/PROFILE ▪ CONTACT PERSON, DESIGNATION, PHONE NUMBERS AND ADDRESS OF COMPANY 	SUBMIT FILLED OUT COPY OF APPLICATION TO THE MANAGING DIRECTOR/CEO	SEVEN (7) DAYS FROM DATE OF SUBMISSION OF FORMS	

		<ul style="list-style-type: none">▪ REPORT OF THE FEASIBILITY STUDIES OF THE INTENDED INVESTMENT IN THE ZONE (BUSINESS PLAN) 3-5 YEAR BUSINESS PLAN▪ FINANCIAL PROFILE AND PERSONAL PROFILE▪ COMPANIES LAST THREE YEARS AUDITED ACCOUNT (<i>NOT APPLICABLE TO COMPANIES LESS THAN ONE YEAR IN OPERATION</i>)▪ EVIDENCE OF CAPITAL IMPORTATION▪ <i>LICENCE IS ISSUED SEVEN (7) DAYS FROM DATE OF SUBMISSION OF ABOVE-LISTED REQUIREMENTS.</i>			
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		<ul style="list-style-type: none"> ▪ LICENCE IS RENEWED WITHIN THREE (3) DAYS OF THE DATE ANNUAL RETURNS IS FILED IN OGFZA REGISTRY <p><u>UNDERSTANDING</u></p> <p>In accordance with Section 9(1) of the Oil & Gas Export Free Zone Act no. 8 of 1996, we formally apply for Free Zone Registration to operate in the Onne Oil and Gas Free Zone.</p> <p>we also fully understand that the Oil and Gas Free Zones Authority and Free Zone Management have the right to screen all applications and to accept projects that comply with and reject applications that are not consistent with the development requirements of the Oil and Gas Free Zone or accept in part some of the activities of the project.</p>			
3	Operational Procedure		<p><u>FREE ZONE SEA FREIGHT PROCEDURE</u></p> <ol style="list-style-type: none"> 1. The shipping line/Terminal Operator shall provide the manifest to OGFZA seven days before the arrival of a vessel. 	<p>Maximum of 48 hours for any requested service (with complete documentation provided)</p>	

			<ol style="list-style-type: none">2. OGFZA and DMS shall jointly capture data into the Free Zone Management System (ERP).3. Licensees shall submit request to transfer cargo to stacking area to the MD/CEO of OGFZA together with a copy of Commercial invoice, bill of lading, packing list and attested invoice (Form C16)4. The MD/CEO of OGFZA, after verification of the licensees' documents shall direct that a Transaction Request Order be generated.5. OGFZA/DMS to generate Transaction Request Order6. OGFZA will submit a letter to obtain Free Zone Customs approval.	
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			<ol style="list-style-type: none">7. Nigeria Customs Service gives approval for transfer of cargo8. Copies of transfer approval sent to OGFZA, DMS, Licensee, shipping company and Port Gates9. Cargo transfer under customs escort to licensee stacking area <p><u>FREE ZONE AIR FREIGHT PROCEDURE</u></p> <ol style="list-style-type: none">1. The manifest shall be provided to OGFZA prior to or upon arrival of aircraft by the airline2. OGFZA and DMS shall jointly capture data into the Free Zone Management System (ERP)3. Licensees shall submit request to transfer cargo to the free zone to the MD/CEO of OGFZA together with a		
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			<p>copy of Commercial invoice, Airway bill and packing list</p> <ol style="list-style-type: none">4. The MD/CEO of OGFZA, after verification of the licensees' documents shall direct that a Transaction Request Order be generated.5. OGFZA/DMS to generate Transaction Request Order6. OGFZA will submit a letter to obtain Free Zone Customs approval.7. Nigeria Customs Service gives approval for transfer of cargo. Obtain other agencies approval8. OGFZA/DMS pays cargo handling and other airport agencies charges9. Nigeria Customs Service tally the waybill with the packing list and issue a	
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			<p>landing certificate to the Customs escort</p> <p>10. Cargo transfer under customs escort to the free zone warehouse or stacking area.</p> <p>Upon arrival of the goods in the free zone, the Free Zone Customs Command and OGFZA shall verify, tally and reconcile the goods with the</p> <p><u>PROCEDURES FOR GOODS IMPORTED BY ROAD</u></p> <p>1. Licensees shall apply in writing to the MD/CEO of OGFZA to transfer under customs escort any of its goods to the free zone at the expense of the licensee together with a copy of Commercial invoice, Airway bill and packing list.</p> <p>2. The MD/CEO of OGFZA, after verification of the</p>		
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			<p>licensees' documents shall direct OGFZA/DMS to generate a Transaction Request Order</p> <ol style="list-style-type: none">3. The Authority and DMS shall issue a Transfer Request to the Nigeria Customs Service and the Free Zone Customs Command which shall issue a Transfer Request Order to the Nigeria Customs Service at the point of entry.4. The Nigeria Customs Service at the point of entry shall tally and reconcile the waybill with the packing list and issue a landing certificate to the Customs escort5. Upon arrival of the goods in the free zone, the free zone Customs Command and OGFZA shall verify, tally and reconcile the goods	
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with the landing certificate.

PROCEDURE FOR UNSTUFFING AND UNPACKING

1. Licensee submits request for unstuffing/unpacking of cargo to the MD/CEO of OGFZA together with a copy of bill of lading/AWB, C16 Invoices and Transfer approval
2. The MD/CEO of OGFZA, after verification of the licensee's documents shall direct OGFZA/DMS to generate a Transaction Request Order
3. OGFZA Operations department/DMS generates Transaction Request Order
4. OGFZA will submit a letter to obtain Free

			<p>Zone Customs approval.</p> <p>5. Nigeria Customs Service gives approval for unstuffing/unpacking</p> <p>6. Unstuffing/repacking to be carried out with the inspection of the Nigeria Customs Service and OGFZA in the client stacking area.</p> <p><u>PROCEDURE FOR PASSAGE OF FREE ZONE CONSUMPTION</u></p> <p>1. Licensee submits application for free zone consumption to the MD/CEO of OGFZA together with a copy of bill of lading/AWB, C16 Invoice, Single Goods Declaration(SGD) and Transfer approval</p> <p>2. The MD/CEO of OGFZA, after verification of the licensees documents</p>	
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			<p>shall direct OGFZA/DMS to generate a Transaction Request Order</p> <p>3. OGFZA/DMS to generate a Transaction Request Order</p> <p>4. OGFZA will submit a letter to obtain Free Zone Customs approval.</p> <p>Nigeria Customs Service gives approval for free zone consumption</p> <p><u>PROCEDURE FOR EXAMINATION/ASSESSMENT</u></p> <p>1. Licensee submits application for examination/assessment to the MD/CEO of OGFZA together with a copy of bill of lading/AWB, C16 Invoice, Form M, PAAR and Transfer approval</p> <p>2. The MD/CEO of OGFZA, after verification of the</p>	
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			<p>licensees documents shall direct OGFZA/DMS to generate a Transaction Request Order</p> <ol style="list-style-type: none">3. OGFZA/DMS to generate a Transaction Request Order4. OGFZA will submit a letter to obtain Free Zone Customs approval.5. Nigeria Customs Service gives approval for immediate use of cargo <p><u>PROCEDURE FOR PRE RELEASE (BOND)</u></p> <ol style="list-style-type: none">1. Licensee submits application for pre-release to the MD/CEO of OGFZA together with a copy of bill of lading/AWB, C16 Invoice, Form M, Bond, SGD and Transfer approval2. Licensee shall provide a bank guarantee or bond	
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			<p>to the Free Zone Customs Command for an amount sufficient to cover the duties.</p> <ol style="list-style-type: none">3. The MD/CEO of OGFZA, after verification of the licensees documents that the client has not exceeded its bond, shall direct OGFZA /DMS to generate a Transaction Request Order.4. OGFZA/DMS to generate a Transaction Request Order5. OGFZA to submit a letter to obtain Free Zone Customs approval.6. Nigeria Customs Service gives approval.7. Licensee shall perfect the Free Zone Customs entry within fourteen (14) days of the release of the goods, and notify the Authority.		
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CARGOTRACK INVENTORY

SYSTEM

1. All deliveries of goods in the Free Zone shall be entered into the Authority's "cargotrack" inventory system (ERP).
2. The Authority shall issue stock reports, from time to time, showing the movement of goods in the Free Zone.
3. The licensee shall, on demand by the Authority or the Free Zone Customs Command, provide statistical data, delivery and receipt returns and any other information that may be required by the Authority.
4. The Authority and the Free Zone Customs Command shall, at reasonable times have access to the factory, warehouse, assembly

plant or any other premises of the licensee, for the purposes of examining any goods or records of the licensee.

EXPORT OF GOODS FROM THE
FREE ZONE TO THE CUSTOMS
TERRITORY

1. The licensee shall, submit a completed Form M to the bank with the original shipping documents relating to the transfer of the goods into the Free Zone and the country of origin of the goods on the Form M shall, be the country where the goods were originally manufactured or produced, while the country of supply shall be Oil and Gas Free Zone (and state the location);
2. The licensee shall, submit a request for export to the MD of OGFZA together with

			<p>copies of the following documents, attested to by the bank:</p> <ul style="list-style-type: none">i. Commercial Invoice,ii. Form M,iii. Bill of Lading,iv. Packing List, andv. Form C16 <p>3. The MD/CEO of OGFZA, after verification of the licensee's documents shall direct OGFA/DMS to generate a Transaction Request Order.</p> <p>4. T.R.O is generated by OGFZA/DMS</p> <p>5. the Authority shall, request the Free Zone Customs Command and Pre-shipment Inspection Agent to examine, assess, value and classify the goods for importation into the Customs Territory;</p> <p>6. a joint examination of the goods by the Free</p>	
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			<p>Zone Customs Command and the Pre-shipment Inspection Agent shall, be carried out and a Clean Report of Inspection issued by the Pre-shipment Inspection Agent;</p> <p>7. the licensee shall, produce a duly executed bank guarantee or bond to the Authority and the Free Zone Customs Command, an inspection report duly signed by the Free Zone Customs Command and the Pre-shipment Inspection Agent specifying the duty payable on the goods shall be used for the release of the goods;</p> <p>8. the licensee or its agent shall, present a Clean Report of Inspection together with other relevant documents to the bank for the</p>	
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			<p>purposes of payment of duty;</p> <p>9. the licensee or its agent shall, complete the Single Goods Declaration Form attaching the Clean Report of Inspection, invoice Bill of Lading, Packing List, Form C16 and the bank pay-in-slip for endorsement and processing and release to the licensee or its agent;</p> <p><u>EXPORTING GOODS OVERSEAS BY SEA</u></p> <p>1. licensee shall submit application to the MD of OGFZA together with copies of the following documents:</p> <ul style="list-style-type: none">i. Commercial Invoice,ii. Bill of Lading,iii. Packing List, and		
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			<p>iv. Export Declaration Form,</p> <ol style="list-style-type: none">2. The MD/CEO of OGFZA, after verification of the licensee's documents shall direct OGF/DMS to generate a Transaction Request Order.3. TRO is generated by OGFZA/DMS4. the Authority shall, request the Free Zone Customs Command to, examine the goods, as well as require the Nigerian Ports Authority to endorse the Export Declaration Form, before the goods are released by the Free Zone Customs Command;5. the licensee or its agent shall, submit the release documents to the shipping line for cargo booking;6. the Authority shall, request the Terminal Operator to deliver the		
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			<p>goods to the vessel under the Free Zone Customs Escort;</p> <p>7. the Free Zone Customs Escort shall, present the release documents to the captain of the vessel for endorsement as evidence of shipment of the goods;</p> <p>8. the Free Zone Customs Escort shall, deliver the endorsed release documents to the Authority, Free Zone Customs and Nigerian Ports Authority, for purposes of deleting the goods from the cargo inventory;</p> <p>9. the licensee shall, perfect an Export Bill of Entry for the purposes of effecting final release by the Free Zone Customs Command.</p>		
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EXPORT OF GOODS OVERSEAS BY

AIR

1. A licensee shall submit application to the MD/CEO of OGFZA together with copies of each of the following documents;
 - i. Commercial Invoice,
 - ii. Air Way Bill,
 - iii. Packing List, and
 - iv. Export Declaration Form;
2. The MD/CEO of OGFZA, after verification of the licensee's documents shall direct OGFZA/DMS to generate a Transaction Request Order.
3. TRO generated
4. the Authority shall, request the Free Zone Customs Commands to, examine the goods, as well as require the Nigerian Ports Authority to,

			<p>endorse the removal Order for the release of the goods;</p> <p>5. the Authority shall, request the Airport Customs Command to, approve the release documents for the purposes of the export of the goods;</p> <p>6. The licensee or its agent shall, submit the release documents to the Nigerian Aviation Handling Company which shall endorse the Export Declaration Form;</p> <p>7. The Authority shall, transfer the goods under the Free Zone Customs Escort to the Airport Customs Command and the Nigerian Aviation Handling Company for tallying, reconciliation, verification and delivery on-board the aircraft;</p>		
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			<p>8. The Free Zone Customs Escort shall, present the release documents to the captain of the aircraft for endorsement as evidence of air freight of the goods;</p> <p>9. The Free Zone Customs Escort shall, deliver the endorsed release documents to the Authority, Free Zone Customs Command and the Nigerian Ports Authority for the purposes of deleting the goods from the cargo inventory;</p> <p>10. The licensee or the beneficiary of the services shall, perfect an Export Bill of Entry for final release by the Free Zone Customs Command.</p> <p><u>GOODS FROM THE CUSTOMS</u> <u>TERRITORY FOR REPAIRS OR</u></p>		
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			<p><u>MAINTENANCE IN THE FREE ZONE</u></p> <ol style="list-style-type: none">1. A licensee or any other person may, apply to the Authority for, the repairs or maintenance in the Free Zone of goods situate at or from the Customs Territory.2. The application for repairs or maintenance of the goods shall, be made to the MD/CEO of OGFZA, stating the reasons for such repairs or maintenance.3. The MD/CEO of OGFZA, after verification of the licensee's documents shall direct OGFZA/DMS to generate a Transaction Request Order.4. TRO is generated by OGFZA/DMS5. The Authority shall, request the Free Zone Customs Command, Pre-shipment		
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			<p>Inspection Agent and Nigerian Ports Authority to, examine the items to be utilized for the repairs or maintenance of the goods.</p> <p>6. The Pre-shipment Inspection Agent shall, issue a Clean Report of Inspection on the goods utilized for the repairs or maintenance, for the purposes of payment of duties.</p> <p><u>REPAIRS AND MAINTENANCE OF GOODS IN THE FREE ZONE FROM THE CUSTOMS TERRITORY FOR EXPORT</u></p> <p>1. A licensee or any other person may, apply to the Authority for, the repairs or maintenance in the Free Zone of good from the Customs Territory, for purposes of export.</p> <p>2. The application for the repairs or</p>		
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			<p>maintenance of the goods shall, be made to the MD/CEO of OGFZA, stating the reasons for such repairs or maintenance.</p> <ol style="list-style-type: none">3. The MD/CEO of OGFZA, after verification of the licensee's documents shall direct OGFZA/DMS to generate a Transaction Request Order.4. TRO is generated by OGFZA/DMS5. The Authority shall, request the Free Zone Customs Command and the Nigerian Ports Authority to, examine and release the items to be utilized for the repairs and maintenance of the goods.6. Upon the completion of repairs or maintenance, the licensee shall, issue an invoice showing the		
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			<p>description and value of spare parts and components from the Free Zone stock items, which have been utilized in the repairs or maintenance of the goods.</p> <p>7. The Authority shall, request the Terminal Operators to, deliver the goods repaired or maintained on board the vessels or aircraft under Free Zone Customs Escort.</p> <p>8. The Free Zone Customs Escort shall, present the release documents to the captain of the vessel or aircraft for, endorsement as evidence of shipment or air freight of the goods.</p> <p>9. The Free Zone Customs Escort shall, deliver the endorsed release documents to the Authority, Free Zone Customs Command</p>		
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			<p>and the Nigerian Ports Authority for, the purposes of deleting the goods from the cargo inventory.</p> <p>10. The licensee or the beneficiary of the services shall, perfect an Export Bill of Entry for, final release by the Free Zone Customs Command for purposes of export.</p> <p><u>GOODS FOR REPAIRS OR MAINTENANCE IN THE CUSTOMS TERRITORY FROM THE FREE ZONE</u></p> <p>1. A licensee may, apply to the Authority for, the repairs or maintenance of the goods situate at or from the Customs Territory in the Free Zone</p> <p>2. The application for the repairs or maintenance of the goods shall, be made to the MD/CEO of OGFZA,</p>		
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			<p>stating the reasons for such repairs or maintenance.</p> <ol style="list-style-type: none">3. The MD/CEO of OGFZA, after verification of the licensee's documents shall direct OGFZA/DMS to generate a Transaction Request Order.4. TRO is generated by OGFZA/DMS5. The Authority shall, request the Free Zone Customs Command and the Nigerian Ports Authority to, examine and release the goods from the Free Zone for repairs or maintenance in the Customs Territory.6. The goods for repairs or maintenance shall, be exported under Free Zone Customs Escort to the Customs Territory.7. The release documents issued by Free Zone Customs Command	
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			<p>shall, specify the duration of the repairs or maintenance, the Free Zone Customs Command may, extend the duration for the repairs or maintenance.</p> <p>8. Customs duty shall, be charged on any goods not returned within the time limit specified in the release documents, unless and application for an extension of time is made, by the licensee and approved by the Free Zone Customs Command.</p> <p>9. Upon the completion of the repairs or maintenance of the goods, the licensee shall, import the goods under the Free Zone Customs Escort into the Free Zone.</p> <p>10. The Free Zone Customs Command and the Nigerian Ports</p>		
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Authority shall examine, reconcile and verify the repaired or maintained goods imported into the Free Zone.

PROCEDURES FOR
TRANSFERRING GOODS
BETWEEN LICENSEES

1. Where a licensee desires to sell goods situate in the Free Zone to another licensee, the licensee purchasing the goods shall, submit an application to the MD/CEO of OGFZA, together with all the relevant documents relating to the goods to be purchased.
2. The procedures relating to exportation of goods from the Free Zone into the Customs Territory set out in these Regulations shall, apply to the

			<p>transfer of goods between licensees.</p> <ol style="list-style-type: none">3. Where a licensee sells goods situate in the Free Zone to another licensee, the vendor licensee shall, complete a Transaction Request Order specifying, among other things, that the goods are not for immediate consumption, transfer or export as the case may be.4. The Authority shall, notify the parties in writing, where the Transaction Request Order is not approved. <p><u>PROCEDURES FOR TRANSFERRING GOODS FROM A FREE ZONE TO ANOTHER</u></p> <ol style="list-style-type: none">1. The transfer of goods from a Free Zone overseas to a Free Zone in Nigeria shall, in the normal course of		
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			<p>business be regarded as export.</p> <ol style="list-style-type: none">2. Where the transfer of goods is between two Free Zones in Nigeria, the approval of the Authority shall, be obtained and the goods shall, be transferred under Free Zone Customs Escort.3. The Free Zone Customs Escort shall, deliver the endorsed landing certificate to the Authority, Free Zone Customs Command and Nigerian Ports Authority as evidence of transfer for the goods and for purposes of deleting the goods from the cargo inventory.		
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